

ADMINISTRATIVE INTERNAL USE ONLY

DDA

OGC Has Reviewed

ODP-81-1015

19 AUG 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM : Bruce T. Johnson
Director of Data Processing

SUBJECT : Paperwork Reduction Act of 1980

REFERENCE : Memorandum for Special Support Assistant,
DDA, et al, fm. General Counsel,
Subject: Paperwork Reduction Act of 1980,
dated 30 June 1981 (OGC-81-05486)

1. The Paperwork Reduction Act of 1980 (Public Law 96-511) requires that each Agency shall:

"(1) systematically inventory its major information systems and periodically review its information management activities, including planning, budgeting, organizing, directing, training, promoting, controlling, and other managerial activities involving the collection, use, and dissemination of information;

(2) ensure its information systems do not overlap each other or duplicate the systems of other agencies;"

2. The reference requested information relative to these activities be provided to the General Counsel. In subsequent discussions [redacted] of OGC, it was agreed that the required information should be provided to the Deputy Director for Administration, the senior official designated to carry out Agency responsibilities under the Act with an information copy for OGC. The attachment briefly describes

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"information management activities" performed by ODP (activities that minimize the overlap of information systems within the Agency are indicated by an asterisk). In the absence of a working definition for "information management activities," we have elected to describe activities that are designed to improve the efficiency and effectiveness of Agency data processing. Furthermore, we have provided a comprehensive rather than selective list in order to be sure our response will satisfy your requirements. The development of an inventory of major information systems has been deferred until more guidance is available.

/s/ Bruce T. Johnson

Bruce T. Johnson

Attachment: a/s

cc: IHSA
General Counsel
DD/A/ODP
DD/P/ODP
C/SPS/ODP
C/MS/ODP

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ODP/MS:RJW:ld:chm/[] (19 Aug 81)(paperwork chm's blue disk)

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Information Management Activities in ODP*

1. Project Activity Report (PAR) Accounting

The ADP resources (e.g., CPU time, disk space, terminals, ODP manpower, etc.) utilized by an ADP project are monitored by ODP. On a monthly basis a report detailing resource utilization by project and component is distributed to component ADP Control Officers (see below) for their review and comment. Trends in resource utilization by project and component are followed by ODP Management Staff, to control and project resource utilization and to better our understanding of the customer base.

STAT *2. Headquarters Regulation ☐ Review

The current Headquarters Regulation ☐ Automatic Data Processing Management and Administration requires that ODP concur on all Agency ADP procurement requests meeting the following criteria:

- Includes a central processing unit (CPU).
- Involves an ADP upgrade costing over \$150,000 purchase or over \$50,000 annual rental.
- Involves systems design, programming or other services (excluding equipment maintenance) costing over \$25,000 annually.

ODP considers such issues as feasibility, adequacy of the ADP plan, compatibility with existing operations, and whether there is duplication of any existing activities.

*3. ADP Control Officer System

Each office is required by HR ☐ to appoint an ADP Control Officer as the focal point for ADP activities within the office and for liaison with ODP. Among other responsibilities, these officers are charged with evaluating and prioritizing requests for ADP service and equipment that are submitted to ODP.

4. Inter-office Working Groups

ODP currently participates in two standing working groups that meet approximately bimonthly: OL/ODP Working Group and OS/ODP Working Group. These working groups are responsible for working level coordination on procurement and security issues

*Indicates activity that contributes to the elimination of overlap in Agency information systems.

respectively. They are concerned with planning, scheduling and the resolution of problems as well as information exchange.

5. Planning

ODP produces annually a Long Range Data Processing Management Plan. This strategic plan projects requirements and sets office-wide goals for five (5) years. The long range planning cycle culminates in the publication of the plan in January and is designed to provide timely guidance to ODP managers to aid in preparation of the Program (which estimates expenditures two to six years beyond the operating year). In order to facilitate the development of this plan, the office has designated a Planning Officer position, attached to the Management Staff. Prior to the beginning of the fiscal year, Processing produces a short range computer system plan which details requirements, procurement and reconfiguration activities for the upcoming year. In FY 1981, ODP produced its first joint strategic plan with the Office of Communications. This joint OC/ODP Strategic Plan will be updated on a regular basis.

6. ADP Equipment Inventory

ODP maintains an Agency-wide inventory of ADP equipment, referred to as the ADP Management Information System (ADPMIS). Annually, offices are surveyed for changes in their ADP equipment holdings.

7. ADP Excess Equipment Management

ODP is responsible for managing the Agency excess ADP equipment program. Components are responsible for identifying excess ADP equipment to ODP. ODP then surveys Agency components for possible reassignment of the equipment. Equipment for which there is no Agency requirement is declared excess to Agency needs and turned over to the Office of Logistics for transfer to the General Services Administration (GSA).

8. Project Management

a. ADTRACK System

Applications and Production Division maintain a computerized data base for monitoring schedules and resource expenditures on programming development and maintenance projects. This system known as ADTRACK, allows managers and project leaders to produce reports and track progress on assigned tasks. The data base provides information on project status, manpower and computer utilization.

*b. Continuance Review

The Continuance Review System is a mechanism where ODP customers are periodically required to review their current ADP projects and affirm the continuing nature of the requirement and identify any problem areas. The continuance review is initiated in Applications by the Control Clearing House and sent to the customer and ADP Control Officer. The ODP project leader and Division Chief review the customer comments and take appropriate action.

c. Management By Objectives

ODP maintains an active Management by Objectives (MBO) program. On a quarterly basis the Director of Data Processing and senior ODP management formally meet with project leaders to discuss progress and problems on high priority projects during the previous quarter. Currently, there are approximately 10 ADP related MBO's including, CAMS2, Office Automation, 4C, Processing Computer Plan, etc..

d. SAFE Steering Committee

The SAFE project is a major ADP development effort in support of NFAC. SAFE is being developed jointly with DIA. The SAFE Steering Committee consists of executive level managers in both CIA and DIA. The committee provides guidance on policy issues and resolves conflicting priorities. It reviews the project quarterly to ensure that the system is being developed to meet user requirements and that satisfactory progress is being achieved. In addition to the quarterly reviews, semi-annual reviews are conducted for the Director of Central Intelligence and Director of the Defense Intelligence Agency.

OGC 81-07006

17 August 1981

ODP # 81-1083

MEMORANDUM FOR: Special Support Assistant, DDA
Director, Office of Information Services, DDA
Information Handling Systems Architect, DDA
Chief, Information Management Staff, DDO
Records Management Officer, NFAC
Chief of Support, DDS&T
Director, Office of Data Processing
Chief, Legislation Division, OGC

STAT FROM: [REDACTED]
Office of General Counsel

SUBJECT: Paperwork Reduction Act of 1980

REFERENCE: Memo to Above Addressees; dtd 30 Jun 81;
Subj: Analysis of the Paperwork Reduction
Act of 1980 (OGC 81-05486)

1. On 30 June 1981, the General Counsel issued an opinion on the effect of the Paperwork Reduction Act of 1980 upon the Agency. Since that time, I am informed that there has been some confusion as to why the addressees of the opinion were chosen to receive it.

2. The opinion's addressees were chosen since it was determined that they head the Agency components which will be primarily affected by the Act. To wit, while the Agency is generally exempt from the Act, there are some provisions of the Act, in particular Section 3506, from which the Agency is not exempt and from which the Office of Management and Budget (OMB) has no power to exempt the Agency. These provisions generally are in the area of information management and information management systems. Since it was determined that the components headed by the opinion's addressees are involved in such activities, the opinion was addressed to them.

3. If you have any questions as to how and why your component is affected, I suggest that you review the opinion again, particularly Part V thereof, with a view toward those information management systems over which you have jurisdiction. In this regard, you may wish to assign the matter to the person in your office responsible for information management. You should also feel free to contact me [REDACTED]

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4. Part V of the opinion also requested that each addressee provide information on its regulations, policies and procedures which might be said to meet the duties imposed on the Agency by Section 3506. To date, several components have responded. If your component has not responded, I ask that you do so in a timely fashion. The responses will not be provided to OMB. They will be used by this Office, the Comptroller and the office of the Deputy Director for Administration to determine how the Agency can best meet its obligations under the Act.

5. Your cooperation is most appreciated. Again, should you have any questions, please do not hesitate to call me.

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cc:

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